

PROPOSED ASSESSMENT PLAN

Assessment Plan

Company Name:	US EPA Region 5 Chicago Regional Lab a.k.a. CRL	Customer No.	3038
Primary Address:	536 South Clark Street, 10th Floor	Scope No.	L2280
City, State, Zip:	Chicago, IL 60605	L-A-B Program Manager	Zaneta Popovska
Primary Contact:	Angela Ockrassa Davis	Email:	ockrassa-davis.angela@epa.gov
Phone:	312-353-7445	Fax:	312-408-2284

Client Instructions

- Please review the information for correctness. Identify and update any changes as necessary.
- Changes to the assessment plan can and will be made onsite to accommodate the completeness of the assessment.
- Signature approval of this assessment plan is required prior to Assessor making travel arrangements.
- Upon approval and signature of this assessment plan please e-mail to operations@l-a-b.com or fax to (260) 637-2791.
- If your facility has arrangements for discount lodging, please let L-A-B or the Lead Assessor know for consideration.

Current Project Year	Surveillance Base Date (SBD)	Lead Assessor	Team Assessor(s)
Year B-0 Full Re-Assessment	June 10, 2016	Michael Shepherd (2.5 Mandays)	Thomas McAninch (2.5 Mandays)
Quoted Mandays	Scheduled Mandays	Confirmed Dates	
5.0	5.0	6/8/16-6/10/16	
Prior Years N/C's	Closed N/C's	Open N/C's & Reason if Open	
2	2		
L-A-B Programs to be Assessed		ISO/IEC 17025 LABPR 413 - Forensic Science (G19-2002)	

Special Instructions for Current Project

Adding OGWDW for metals.

For services performed at the following location

Site Location #1	US EPA Region 5 Chicago Regional Lab a.k.a. CRL	Field Technicians:	
Address:	536 South Clark Street, 10th Floor	In House Technicians:	
City, State, Zip	Chicago, IL 60605	Scope Parameters Onsite:	
Quality Manager:	Angela Ockrassa Davis	Technical Manager:	George Schupp
Phone:	312-353-7445	Phone:	312-353-1226
E-mail:	ockrassa-davis.angela@epa.gov	E-mail:	schupp.george@epa.gov

Day 1 06/08/16		Multiple Assessors
Time	Activity - Notes	Comments
8:30-9:00	Arrival and Introductions	
9:00-9:30	Opening Meeting	<input type="checkbox"/> Meeting Attendance <input type="checkbox"/> Introductions <input type="checkbox"/> Accuracy of the Application Confirmed <input type="checkbox"/> Purpose of the Assessment <input type="checkbox"/> Accreditation Process <input type="checkbox"/> Assessment as a Sampling Process <input type="checkbox"/> Reports Produced During the Process <input type="checkbox"/> Checklists Used by the Assessor <input type="checkbox"/> Non Conformance Report <input type="checkbox"/> Agreed Upon Scope <input type="checkbox"/> Review of Current Draft Scope of Accreditation <input type="checkbox"/> Opportunities to Change the Scope <input type="checkbox"/> Arrangements for Private Area to Work <input type="checkbox"/> Location to Review the Quality System <input type="checkbox"/> Private Area for the Assessment Team to Work <input type="checkbox"/> Lunch Arrangements <input type="checkbox"/> Time for Closing Meeting <input type="checkbox"/> Safety Issues for the Assessment Team <input type="checkbox"/> Closure of Meeting and Tour of Facilities
	Lead Assessor Activities (MCS)	Team Assessor(s) / Expert Activities (TWM)
9:30-12:00	Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10. 1) GC/MS Volatiles (Based on Method 8260) 2) Organic Extractions Methods 3) GC/MS Semivolatiles (Based on Methods 8270 and 625)	Sample Receiving/Sample Handling (ISO/IEC 17025 and LABPR-413 Forensic Science Sect. 5.8) DOCs, Personnel, Training (ISO/IEC 17025 and LABPR-413 Forensic Science, Sections 5.2 and 5.4)
12:00-1:00	Lunch: Whatever is convenient	
1:00-4:00	Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10. 1) Chlorinated Compounds GC001 (Based on Method SW-846 8081) 2) PCBs GC002 (Based on Method SW-846 8082) 3) Air Toxics (Based on Method TO-15)	Quality Management Systems Review: ISO/IEC 17025:2005 and LABPR-413 Forensic Science Section 4.1-4.14 including Section 4.13: Internal Audits Section 4.14: Management Reviews
4:00-4:30	Assessor Conference	
4:30-5:00	Daily de-briefing	
5:00	Depart for the day	

Day 2 06/09/16		Multiple Assessors
Time	Activity - Notes	Comments
	Lead Assessor Activities (MCS)	Team Assessor(s) / Expert Activities (TWM)
8:00-8:30	Arrival and discussion of any issues from previous day	
8:30-12:00	<p>Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10.</p> <p>1) Metals digestions: Methods 3010/3050</p> <p>2) Metals: Metals001</p> <p>(Based on Methods 6020A/200.8 including L-A-B OGWDW Program for 200.8)</p> <p>3) Metals: Metals003/4</p> <p>(Based on Methods 6010C/200.7 including L-A-B OGWDW Program for 200.7)</p>	<p>Quality Management Systems Review (continued)</p> <p>ISO/IEC 17025:2005 and</p> <p>LABPR-413 Forensic Science</p>
12:00-1:00	Lunch	
1:00-4:00	<p>Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10.</p> <p>1) Biochemical Oxygen Demand: AIG006 (Based on SM 5201B)</p> <p>2) TCLP: GEN019 (Based on SW-846 1311)</p> <p>3) Mercury: AIG043C Hg Total DMA (Based on SW-846 7473)</p>	<p>Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10.</p> <p>1) Cyanide: AIG025B (Based on EPA 335.4)</p> <p>2) Ammonia: AIG029A (Based on EPA 350.1)</p> <p>3) Oil and Grease: GC030/GC032 (Based on EPA Method 1664)</p>
4:00-4:30	Assessor Conference	
4:30-5:00	Daily de-briefing	
5:00	Depart for the day	

Day 3 06/10/16		Multiple Assessors
Time	Activity - Notes	Comments
	Lead Assessor Activities (MCS)	Team Assessor(s) / Expert Activities (TWM)
8:00-8:30	Arrival and discussion of any issues from previous day	
8:30-10:00	Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10. 1) AIG048B Flash Point by Pensky Martens (ASTM D93-11) 2) Mercury: AIG043/AIG044 (Based on Methods 7470/7471/245.1) 1) Solids: AIG017 Total Dissolved Solids AIG018 Total Suspended Solids AIG0019 Total Solids and Total Volatile Solids	Test method observations per the proposed scope. ISO/IEC 17025:2005 Sections 5.1 – 5.10. 1) Anions: AIG045A (Based on EPA 300.0) 2) Chromium 6+: AIG032A (Based on SW-846 7199) 3) Total Organic Carbon: AIG021D (Based on SM 5310 B)
10:00-11:00	Finalize Report	
11:00-12:00	Exit Meeting/Debrief	
12:00	Depart	

This agenda has been prepared for the assessment of your organization to the requirements of L-A-B Manual 003 – 17025 General Accreditation Requirements, ISO/IEC 17025:2005 and **applicable L-A-B program requirements**.

Assessment plan times may be modified slightly as necessary to accommodate Assessor travel arrangements and appropriate coverage of the assessment requirements.

In order to use time to its fullest advantage, it is requested that everyone involved in the assessment process review this assessment plan to get an idea of what will take place during the assessment.

The laboratory should make arrangements for an in-house working lunch. This allows discussion about the current status of the assessment in an open & friendly atmosphere.

The information listed below is provided as further guidance to help you prepare for your upcoming assessment:

1. The following documentation should be readily available for review during the assessment visit:

- ☐ Any completed non-disclosure agreements
- ☐ Any completed confidentiality agreement statements
- ☐ All records pertaining to changes in controlled documents
- ☐ Any quality documents still in draft form
- ☐ All obsolete documents records
- ☐ Current master documents list (including normative documents)
- ☐ Subcontractors list (as applicable)
- ☐ Completed purchase orders for purchased supplies and/or services
- ☐ Evaluation records of approved suppliers
- ☐ List of approved suppliers
- ☐ Records of supplies and services ordered from vendors
- ☐ Records of complaints
- ☐ Records of corrective actions
- ☐ Records of preventative actions
- ☐ Records of improvements
- ☐ All completed internal audits conducted in the last year
- ☐ All completed internal audits conducted for onsite and or technical operations
- ☐ Copy of schedule for internal audits (audit plan)

- ☐ Schedule and results of completed Management Review
 - ☐ Records of the laboratory environment for the last 12 months (where relevant)
 - ☐ L-A-B Form 001 with any revisions since latest submittal
 - ☐ Latest PT/ILC results including any corrective actions for outliers
 - ☐ PT/ILC plan for Policy 002 compliance
 - ☐ Samples of usage of the L-A-B Accredited symbol (business cards, invoices, brochures, quotes, etc.)
2. Since the assessor is expected to observe as many scope related measurements made in your laboratory as possible, please try to have as many instruments or tests available as possible for observation by the Assessor.
3. Please have the following readily available for each parameter / technology on your scope:
- ☐ Records for each calibration in the measurement traceability chain;
 - ☐ Uncertainty budgets where necessary for the traceability chain, including any calibrations performed in-house;
 - ☐ Training records and authorization of technicians performing the calibration or test;
 - ☐ Recent sample calibration certificate or test report for scope items;
 - ☐ Results of intermediate checks performed;
 - ☐ Calibration / test procedure(s) utilized to perform calibration or testing from the scope.
4. I will also need to review the recent proficiency testing or intra-laboratory comparisons performed in the last year. This will include your submittal of a PT tracking schedule per L-A-B Policy 002. As your organization may participate in proficiency testing from commercially available providers, the results of these tests can be provided electronically. It is preferred to receive these documents in this media and typically be requested from the PT providers via email.
5. Onsite calibrations or tests scheduled to be performed at your customer's facility should be arranged at a site within 30 minutes driving time and without time consuming safety or security restrictions. If a visit to a customer site is not reasonably practical, we can go through an "onsite simulation" activity at your laboratory. Remember, onsite visits are not only for technical competency, but also involves the assessor(s) review of your staff as an ambassador of your organization and the Laboratory Accreditation Bureau.
6. Please provide the following information for planning purposes:

On-Site Location	Estimated Travel Time (1 way)

Safety Equipment Required:

Safety Glasses: Y/N **Hearing Protection:** Y/N
Safety Shoes: Y/N **Metatarsal Guards:** Y/N

7. Technical witnessing of the scope of accreditation will involve witnessing your staff performing tests or calibrations of the items or parameters currently on your scope. If applicable, requested additions to the scope will be covered sometimes in lieu of current parameters.

Client Approval Confirms:

- Dates of assessment as stated above
- Agenda events as shown
- No conflict of interest between Assessor(s) and client company
- Accreditation is to ISO/IEC 17025 and **additional program(s) as stated above**
- Client understands that prior corrective actions to N/C's are to be verified as fully implemented

We agree with and accept the L-A-B assessment dates and duration contained herein, and understand that the assessment scheduled cannot proceed until all outstanding L-A-B invoices are paid.

Laboratory Representative Name

Title

Signature

Date